



**PRIVATE SCHOOL CHOICE PROGRAMS (PSCP or Choice)
SCHOOL REGISTRATION CHECKLIST
2022-23 SCHOOL YEAR**

Please complete the checklist below to ensure all required forms, documents, and the auditor fee are received at the Department of Public Instruction (DPI) **by Monday, January 10, 2022, unless otherwise indicated.** New or continuing schools that fail to meet the registration deadline will not be permitted to participate in the PSCP in the 2022-23 school year.

The **first page** of this registration checklist has January 10 requirements for new and continuing schools. The **second page** has additional January 10 requirements for new schools. This checklist **does not** need to be submitted to the DPI.

Notice of School's Intent to Participate (ITP)

- 1.____ The school's Choice administrator has electronically completed all required information on the ITP and submitted the ITP in the [Online Application System \(OAS\)](#).

The school's Choice administrator is indicating he or she agrees that compliance with program requirements constitutes a condition of receipt of funding under the Choice program on the "Agreement/Signatures Section" of the "Submit" page of the ITP when electronically completing, signing, and submitting the ITP in OAS.

Random Selection Plan

- 2.____ The school completed one of the following:
- 1) The Choice administrator agreed to the voluntary random selection agreement when completing the ITP in OAS.
 - 2) The school has submitted its own random selection plan to PrivateSchoolChoice@dpi.wi.gov for review and approval by the state superintendent.
 - 3) The school will only participate in the Wisconsin Parental Choice Program, therefore, a plan is not required.

Summer School

- 3.____ If the school will offer a Choice summer school program during the summer of 2022, the school has indicated its intent on the ITP in OAS.

Auditor Fee

- 4.____ The school has submitted the \$275 auditor fee payment by one of the following methods:
- a. Paid online via the Online Auditor Fee Form, **OR**
 - b. Mailed the paper Auditor Fee form with a cashier's check (mailing address on form).

The links to the Online Payment Form or the paper Auditor Fee Form are on the [school registration webpage](#). **The DPI recommends the school use the online payment option. If the school pays online, do not mail the paper form to the DPI.**

Note: New schools that registered by August 1, 2021 paid an auditor fee at that time. The fee paid by August 1, 2021 for participation in the 2022-23 school year will be applied to the auditor fee requirement for the 2022-23 school year. Since the amount due January 10, 2022 is less than the amount that was paid, the DPI will issue a payment to the schools for the difference.

(OVER)

Disclosure of Information—New Schools Only*

5. ___ The Disclosure of Information form is completed and signed by the Choice Administrator and all members of the school's governing board* and submitted to the DPI at PrivateSchoolChoice@dpi.wi.gov.
6. ___ The Disclosure of Information template and all required attachments have been submitted to the DPI at PrivateSchoolChoice@dpi.wi.gov. This information must be provided to all pupils or parents who apply to the school.

Note: New schools that registered on August 1, 2021 and submitted the Disclosure of Information template and form have met this requirement and are not required to resubmit the information.

Combined Private School Agreement—New Schools Only—Optional*

7. ___ The Combined Private School Agreement is complete, signed, and submitted to the DPI at PrivateSchoolChoice@dpi.wi.gov. These new schools must also submit a Disclosure of Information form to the DPI signed by the governing board* of the currently participating private school.

Note: State law allows for a new school first participating in the Racine Parental Choice Program (RPCP) or Wisconsin Parental Choice Program (WPCP) to enter into an agreement to be subject to the same governing body as a private school currently participating in the RPCP or WPCP. With this agreement, prior year attendance requirements would not be required for two years for students applying to the new school.

Student Information System (SIS)—New Schools Only

8. ___ The Choice administrator has reviewed the list of SIS vendors capable of exchanging data with the state WISEdata system available at the [WISEdata page](#) and understands the school is required to have a SIS vendor capable of exchanging data with the state WISEdata system that is operational prior to the first day of school for the school year in which the school first participates in the Choice program.

Federal Employer Identification Number (FEIN) Letter from the Internal Revenue Service (IRS) – New Schools Only

Schools should provide the FEIN letter from the IRS to the DPI by January 10, 2022. The information on this letter is required in order for the new school to be set up to receive Choice program payments from the DPI and for new school's choosing the surety bond option. While schools are required to provide this letter to the DPI, failure to provide the letter by January 10th would not result in a school being ineligible to participate in the Choice programs. However, not providing this letter on a timely basis can delay a school receiving the surety bond form for their school and being set up to receive payments from the Choice programs.

9. ___ The school's FEIN letter from the IRS has been emailed to dpichoiceauditreports@dpi.wi.gov. If the school is not able to locate its FEIN letter, the school may request the letter from the IRS. Information on how to make this request is available at <https://www.irs.gov/businesses/small-businesses-self-employed/lost-or-misplaced-your-ein>. If you are having problems obtaining your FEIN Letter, please email dpichoiceauditreports@dpi.wi.gov.

***New schools entering into a Combined Private School Agreement must submit a Disclosure of Information form to the DPI signed by the governing board of the currently participating private school.**